TEXAS HIGHWAY PATROL

THP-2 WEEKLY REPORT INSTRUCTIONS

(CLICK ON THE LINKS BELOW)

THP-2 Updates 09/2016 (PLEASE READ!!!)

THP-2 Report Instructions (Front/Back)

How-To → Create Signature Image w/ Transparent Background

THP-2 UPDATES (9/2016)

Time Codes:

The CAPPS codes for time taken have been added to this workbook. You will need to setup your commonly-used codes upon first launch of this application or set it up prior to first use by selecting "Setup CAPPS codes" on "MAIN" page.

Since the transition to CAPPS, the code "OTP" for Overtime Paid is no longer required to be reported on the weekly file. Continue to record all time taken and all other time earned, including Compensatory Time Earned, with the appropriate code.

For each field where a time taken (or CTE) code is entered, **DOUBLE CLICK** the cell to launch the selection form.

Select County:

To the far right of each time entry row on each weekly front page, you will need to record the county in which you spent 60% or more of your duty time for that particular day. You will need to setup your commonly-used county list upon first launch of this application or set it up prior to first use by selecting "Setup County" on "MAIN" page.

Setup Cycle:

Set Cycle has been added to "MAIN" page. This will allow you to set the cycle month and year for the current workbook. This button should only be used if setting up a new workbook file OR if the "Reset Workbook" button/procedure is not used. NOTE: The month and year can still be set from the THP-71.

Reset Workbook:

Reset Workbook has been added to "MAIN" page. Clicking this button will increment the month (and year, if applicable) and create a new cycle workbook file.

Signature Image:

Insert Signature and "Delete Signature" have been updated and added to "MAIN" page. Instructions on how to create a signature image file with a transparent background can be viewed by cilcking "Instructions" on "MAIN" page.

Initials (Sec Emp):

Insert Typed Initials and "Delete Typed Initials" buttons have been added to each report page.

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Formulas (Sec Emp):

The secondary employment formulas have been updated to remain consistent with current DPS policy.

REMINDER: An employee who works a secondary employment shift is required to continue entering that information on the weekly report AND submit that information to the Department's on-line Secondary Employment System.

TEXAS HIGHWAY PATROL DIVISION WEEKLY REPORT (THP-2) INSTRUCTIONS

Instructions for Front of Report

Purpose. The Highway Patrol Division weekly report (THP-2) is intended to be utilized by CR Investigators, CMV Inspectors, Troopers and Corporals. It will serve several purposes, such as:

1. Provide an official record of daily activities of each employee completing the report.

2. Provide a means of supervisory review and evaluation of the activities performed.

3. Provide a system for supplying all levels of command with necessary statistical information.

Detailed Procedure

Position Title. Select from the drop down box the current position the employee holds or enter the employee's current position on the form.

Function. Select from the drop down box the appropriate service the employee is assigned or enter the employees current service on the form.

OT Index Number. Enter the appropriate overtime or Special (Grant Funded) Index Number for the assigned project the employee is working. If employee has worked multiple projects during the week, enter both index numbers.

Name. Enter the employee's Last name, First Name and Initial of middle name (ie. Doe, John R.)

ID Number. Enter the employee's identification number (ie. 3456)

Area. Enter the employee's Sergeant area number (ie. 1C10)

Reporting Period. Enter the beginning day of the week (Sunday) through the end of the week (Saturday).

Days Worked

1. The work week begins on Sunday, at 6:00 a.m. and ends on the next Sunday, at 5:59 a.m. Record the date the work week begins and ends, even if it covers more than one month. Example: If Sunday, August 28th is the first day of the work week, continue recording the dates during the week through Saturday, September 3rd. Show all days in one weekly report. Do not split the days covering two separate months on separate weekly reports.

2. The calculation of FLSA time and overtime will begin on Sunday and end on Saturday for each week.

Hours Worked

1. Time Started Work. This is the actual time that each day's work begins, for each corresponding scheduled day.

2. Time Ended Work. This is the actual time work ended for the day.

a.) When working night duty, disregard the fact that the first or last few duty hours might be another calendar day - record the shift worked as it is indicated on the schedule. Example: The scheduled time for working Monday is 9:00 PM to 6:00 AM, - time start indicated on the report would be 9:00 PM and the ending time would be 6:00 AM. The time scheduled for Tuesday is 4:00 PM to 1:00 AM - time start indicated on the report would be 4:00 PM and the ending time would be 1:00 AM.

b.) When a special operation or event is conducted and a considerable portion of two or more calendar days is included in a single uninterrupted tour of duty, and there is no clear point at which to end one day and begin the next, so far as duty is concerned, **use 6:00 AM as the breaking poin**t. Example: A special operation event begins at 2:00 PM Wednesday and ends at 8:00 AM Thursday. Wednesday's report would begin at 2:00 PM and end at 6:00 AM. Thursday's report would begin at 6:00 AM and end at 8:00 AM.

3. Hours Off-Duty. Time off duty for non-duty type activities. Example: You start work at 9:00 AM and quit work at 2:00 PM. At 6:00 PM you return to work and quit at 10:00 PM. This would be recorded as a total of five hours off duty and a total of eight duty hours. Show to the nearest 1/4 hour.

4. Regular Duty and EEP Overtime: All regular duty hours and any EEP overtime will be shown in this area.

a. Regular Day Duty Hours. Time worked between the hours of 6:00 AM and 6:00 PM. Show to the nearest 1/4 hour.

b. Regular Night Duty Hours. Time worked between the hours of 6:00 PM and 6:00 AM. Show to the nearest 1/4 hour.

c. Total Regular Duty Hours. This will be the total of all day duty time plus any night duty time for that tour of duty. Show to the nearest 1/4 hour.

5. Grant funded Overtime Hours: All special project overtime hours will be shown in this area.   Special project overtime is defined as overtime worked on special enforcement projects, such as: Comprehensive STEP, Impaired Driving Mobilization (IDM) STEP, Tx DOT Construction Zone projects, and Border Security projects.Typically grant funded or special project overtime is that time indicated under "Routine Duties" for the distribution of duty hours, and will include hours shown in "Court".

a. Special Project OT Day Hours. Time worked between the hours of 6:00 AM and 6:00 PM while working an enforcement overtime project. Show to the nearest ¼ hr.

b. Special Project OT Night Hours. Time worked between the hours of 6:00 PM and 6:00 AM while working an enforcement overtime project. Show to the nearest ¼ hr.

c. Total Special Project OT Hours. Total number of hours worked while working an enforcement overtime project. Show to nearest ¼ hr.

Distribution of Duty Time. Travel time necessary to perform any activity will be properly charged to that activity when routine duties to your destination are not practical.

Administrative

Administrative Duties include training, office duty assigned by a supervisor, court, vehicle maintenance, conducting background investigations, and conducting safety talks. These duties indirectly advance or support the programs of the Highway Patrol Division or Department.

1. Vehicle Maintenance. Time spent having scheduled maintenance, car wash and or emergency repairs conducted on assigned unit or unit driven at the time of such scheduled maintenance or repairs. Includes but not limited to video, radar, computer and other related equipment.

2. Safety / Training Programs. Time spent preparing and presenting public safety programs to group(s). In the REMARKS section on the back of the Weekly Report (THP-2), identify the group and the topic discussed.

3. Court Duty. Time spent in attending court or grand jury as a witness or complainant, checking dispositions, filing cases, or when conferring with judges or prosecutors on specific cases.

4. Background Investigations. Time spent conducting applicant background investigations.

5. Training. Time spent in Austin or in the field including K-9 training. The time spent by Troopers who are providing and or receiving training while participating in a FTO program and riding in the passenger seat. Troopers in the lead will show time spent on duty in the respective area of those duties conducted.

6. Office Duty. Time spent preparing any required reports or correspondence that cannot be prepared in the field while on patrol. Time also spent in regional, district, or area office when specifically assigned to office duty.

Routine Duties

1. Traffic Enforcement. Time spent actually doing traffic patrol. This does not include enforcement of FMCSR regulations.

2. Criminal Enforcement. Time spent conducting criminal investigations, border security operations, developing evidence, interviewing witnesses, manhunts, serving or attempting to serve and processing a warrant, capias, or summons, assisting and/or assigned to conduct surveillance on criminal suspects or persons of interest, vehicle searches for contraband and K-9 searches; also, includes time spent assisting the Criminal Investigations Division or other agencies with wiretaps or raids, securing crime scenes, and other similar duties. This does not include time spent on Motor Carrier Safety Grant related activities listed in 5.

3. Crash Investigation. Time spent en route to and at the scene of a crash as well as any time spent on follow-up at hospitals, mortuaries, garages, notifying next of kin, reconstruction as a part of a district or state team, directing traffic at a crash scene when you are not the investigating officer, and completing the CR-3 Crash Report.

4. Motor Carrier Safety Work. Non-enforcement time spent performing "Motor Carrier Safety" activities not directly specified in a federal grant. The activities that are required to be placed in this category include motor coach/bus inspection activity, driver/carrier education, training conducted in the field which is not a designated FMCSA approved course, seminars and MCSAP related court duties. Travel time will not be shown under this heading.

5. Motor Carrier Safety Grant. Time spent performing enforcement activities that are reimbursable under any MCSAP grant that the Department receives. This will include any time spent performing Level 1 through Level 6 inspections at any location (includes "post crash" inspections); compliance review investigations (to include travel time); train the trainer activities; approved "Motor Carrier Safety Assistance Program" training conducted in Austin or other approved locations; and time spent on covert surveillance. Travel time to approved MCSAP training will be entered in this column. (The total Motor Carrier Safety Grant hours reported in the Distribution of Duty Time section must equal the total amount of hours reported in the Grant Hours section). All time spent conducting inspections on a motor coach/bus will not be reported under this heading. All time spent on motor coach/bus inspection activities must only be reported under the "Motor Carrier Safety Work" category.

Motor Carrier Grant Hours (CVE ONLY)

1. Inspection. Number of hours spent performing MCSAP inspection activities, completing the inspection report, filing charges or testifying in the appropriate court, and to oversee out-of-service drivers and vehicles (NOTE: Changes to Covert when specifically assigned by a supervisor to monitor O.O.S. drivers/vehicles). A trooper or inspector can claim time in this block for locating a vehicle that needs inspection provided they are engaged in a project/program that is primarily dedicated to MCSAP activities, such as working in a POE, Creeper Duty, NAFTA scale site, or Operation Road Check, etc .... Time devoted to "post crash" inspections will be reported here. (DOES NOT INCLUDE TRAFFIC ENFORCEMENT TIME).

2. Traffic Enforcement. Number of hours spent performing inspection that were initiated by one of the following traffic enforcement activities: speeding, following too close, improper lane change, or usage, disregard traffic control device, improper passing, reckless driving, improper turn or signal violations, operating a CMV while ill or fatigued, possession/use/ under the influence of alcohol or drugs, failing to stop at RR crossing (HM cargo or passenger vehicle only), failure to use seat belt, or using/equipping a CMV with a RADAR detector. Size and weight violations and equipment violations are not to be included in the "TE" category. Troopers should be the only CVE inspection personnel claiming "TE" time on the THP-2. There must always be an inspection report that corresponds to a claim of "TE" enforcement time.

3. Covert. Number of hours spent covertly observing out of-service vehicles and drivers.

4. C/R. Number of hours spent performing Compliance Reviews, Education Contacts, or New Entrant program duties.

5. Train the Trainer. Number of hours spent preparing, reviewing, and instructing North American Roadside and

National Training Center assigned courses.

6. MCSAP Training. Number of hours spent in Austin or other approved locations, while undergoing certification, re-certification, and other proficiency training in North American Roadside and National Training Center courses.

7. MCSAP Travel. Time spent while traveling to and from MCSAP training, Train the Trainer activities, and other special MCSAP activities such as Roadcheck, Brake Check, and Challenge competitions.

(NOTE: Employees not performing the duties listed in the above categories are not required to complete this segment of the report. Example: Employees who do not conduct compliance review investigations will not enter any hours in the "CR" box).

Auto

1. Regular Duty Miles. Record the total duty miles traveled during a regular tour of duty and during EEP overtime. Include assigned DPS vehicles, other DPS vehicles, and non-DPS vehicles.

2. Special Project Overtime Duty Miles. Record the total duty miles traveled during an enforcement overtime shift. Combined miles if more than one unit used during an enforcement overtime shift.

3. Unit Number. Enter the unit number of the vehicle used during the shift.

4. Total Duty Miles. Enter the combined total of number of miles driven during a shift including regular/EEP overtime duty miles and miles driven during an special project overtime shift.

Enforcement Summary. Record the total number of arrests and warnings in the appropriate category for each day of activity. Record activities during regular and EEP overtime in the appropriate column. Record activities during special project overtime in the appropriate column.

Violations

1. Speeding. Record the total number of arrests and/or warnings for any offense of speeding regardless of the method used in determining the speed.

2. DWI. Record the total number of arrests made for any offense of Driving While Intoxicated. Warnings will not be issued for DWI.

3. DUI (Minor). Record the total number of arrests for Driving Under the Influence-Minor. Warnings will not be issued for DUI (Minor).

4. Adult Restraint Violations. Record the total number of arrests/warnings for any adult restraint violation.

5. Child Restraint Violations. Record the total number of arrests/warnings for child restraint violations. These include arrests for all child safety seat violations, and for restraint violations of children younger than seventeen issued to the driver.

6. Haz-mat (CVE Only). Record the total number of arrests/warnings issued for any of the federal or state Hazardous Material Regulations adopted by the Department.

7. Oversize. Record the total number of arrests/warnings for any over width, over height, over length, or illegal load extension offenses.

8. Overweight (CVE Only). Record the number of arrests/warnings for any overweight offense. This includes Over Gross Weight, Overweight, Overweight Group of Axles, Over Single Axle, Over Tandem Axle, Over Tire Rating, and all Aiding and Abetting offenses.

9. No Insurance / MC Authority. Record the total number of arrests/warnings for any offense of failing to maintain financial responsibility. Motor carrier registration offenses such as Fail to Display TxDOT Insurance Certificate. Also includes the violations found in FMCSR 392.9a such as No Operating Authority, Operating Beyond the Scope of Authority, etc.

10. FMCSR Driver. Record the total number of arrests/warnings for any Federal Motor Carrier Safety offenses committed by the driver. This will include Part 391 (Qualifications of Drivers), Part 392 (Driving of Motor Vehicles) and Part 395 (Hours of Service of Drivers) violations. Examples: FMCSR 391.41 –No Medical Certificate, FMCSR 392.9-Load Not Secured Safely, FMCSR 392.71 -Driver in Possession of Radar Detector, FMCSR 395.8(f)(l)-Duty Status Report Not Current, FMCSR 395.8(e)-False Records of Duty Status, etc. (FMCSR seat belt violations will not be reported here. Report these under Adult Restraint Violations)

11. Driver License/DWLI. Record the total number of arrests/warnings for any state driver license violation. This will include No Driver License, Violate D.L. Restrictions, Expired Driver License, Wrong Class Driver License, DWLI, and all state CDL violations.

12. Registration. Record the total number of arrests/ warnings for registration offenses. This includes Operating Unregistered Motor Vehicle, Display Expired License Plates, Fail to Display License Receipt, Fail to Display Apportioned Cab Card, Over Registered Weight, Farm License violations, and any registration permit violations.

13. Equipment. Record the total number of arrests/warnings for state or federal (CVE & HP Level 2 certified personnel only) equipment offenses including, but not limited to brakes, lights, wheels, tires, frames, mirrors, fire extinguishers, and vehicle maintenance requirements. All parts of FMCSR, Part 393 (Parts and Accessories Necessary for Safe Operation violations will be recorded here.) Include No Valid Inspection Certificate, No Identifying Markings-Commercial Vehicle and FMCSR 396.17- No Annual Inspection. Record violations of FMCSR 396.5(6) - Engine Oil Leak here.

14. Criminal (Felony). Enter the number of felony arrests for violations of criminal statutes.

15. Criminal (Misdemeanor). Enter the number of misdemeanor arrests for violations of criminal statutes.

16. Fugitive (Felony). Record all arrests made on a felony warrant where a fugitive arrest ticket is completed as required under 20.10.95.01. If more than one arrest warrant is served on an individual, document this as only one fugitive arrest in this section. If an individual is arrested for outstanding felony and misdemeanor warrants, document one arrest made in the felony category.

17. Fugitive (Misdemeanor). Record all arrests made for a misdemeanor warrant where a fugitive arrest ticket is completed as required under 20.10.95.01. If more than one arrest warrant is served on an individual, document this as only one fugitive arrest in this section.

18. All Other Violations. Record all other arrests/warnings issued for violations under this category. Examples: Failed to Yield Right of Way, Turned Across Divided Section, Disregarded Red Light, Failed to Pass to Left Safely, Following Too Closely, Fail to Drive In A Single Lane, etc.

19. Total. Record the sum of each day's activity. The totals added horizontally and vertically in this section should be the same.

20. Total Number of Vehicles Stopped with Enforcement Action. Enter the total number of contacts made that generated an inspection report (CVE-3), citation (THP-6), warning (THP-3) or arrest.

Activities

1. Crashes Investigated. Enter the number of crashes investigated. Record a corresponding entry in the Activity section on the back of the report indicating the date of the crash, the driver(s) involved, and the location where the crash occurred.

2. Agency Assist. Enter the number of law enforcement/ governmental agencies assisted. Record a corresponding entry in the Activity section on the back of the report indicating the date, the name of the agency assisted, and location where the assistance was provided.

3. # of Traffic Enforcement Ops with Other Agencies. Enter the number of traffic enforcement Ops worked with other law enforcement agencies. Record a corresponding entry in the Activity Section on the back of the report indicating the date, the agencies worked along with, and the location of operation.

4. Motorist Assist. Enter the number of motorists/persons assisted. Do not include providing routine information, such as providing directions or telephone information. Assistance does not require the presence of a vehicle. Record a corresponding entry in the Activity section on the back of the report that indicating the date, the identification factor (Name, License Plate, Driver License number, etc.) and the location where the assistance was provided.

5. Safety Programs. Enter the number of public safety programs presented. Report one program for each hour of presentation or one program for each speech, demonstration, or instruction in a class of less than one hour. Record in the Activity section on the back of the report including the date, type of program presented, and its location. Media/press releases will not be considered safety programs, and therefore will not be recorded as activity in this section; however media releases and their type shall be entered into the Activity section on the back of the report.

6. Training Programs for other Law Enforcement Agencies. Enter the number of training programs for other law enforcement agencies provided by reporting one program for each hour of presentation or one program for each speech, demonstration, or instruction in a class of less than one hour. Record a corresponding entry in the Activity section on the back of the report indicating the date, the type of training program provided, and its location.

7. Background Investigations. Enter number of background investigations completed. Record a corresponding entry in the Activity section on the back of the report indicating the date the investigation was completed, the applicant's name, and the location where the investigation was conducted.

8. Stolen Vehicles Recovered. Enter number of stolen vehicles recovered (with or without apprehensions). Record a corresponding entry in the Activity section on the back of the report indicating the date of recovery, vehicle information (include vehicle identification number), and the location of the recovery.

9. Warrants Served. Enter the number of warrants served. Record a corresponding entry in the Activity section on the back of the report indicating the date, the subject's name, and location of warrant service.

10. HQ-35 Seizures. Enter the number of seizures of drugs (more than a user amount), money, or vehicles requiring completion of a HQ-35. Record a corresponding entry in the Activity section on the back of the report indicating the date, the amount of contraband or personal property that was seized, defendant, and the location or jurisdiction handling seizure.

11. Intel Hits (WatchList). Enter the number of Intel Hits subjects encountered. An intel hit subject is a person identified on a watchlist maintained by state or federal government. Record a corresponding entry in the Activity section on the back of the report indicating the date, subject information, and location of encounter.

12. Intel Reports Submitted. Enter the number of reports generated and submitted for intelligence purposes. An intel report includes the INT-7 or similar report submitted to the Fusion Center. Record a corresponding entry in the Activity section on the back of the report indicating the date, subject/vehicle information, and location of encounter.

13. Vehicle Pursuits. Enter the number of vehicle pursuits that were initiated, or assistance in pursuits initiated by another agency. Do not document assistance in pursuits that another trooper initiated.

14. DL IVS Investigations Completed. Enter the number of Image Verification System (IVS) investigations that were completed during this weekly reporting period.

Motor Carrier Safety Summary

1. Level 1 Inspections. Enter the total number of Level 1 inspections conducted during the reporting period.

2. Level 2 Inspections. Enter the total number of Level 2 inspections conducted during the reporting period.

3. Level 3 Inspections. Enter the total number of Level 3 inspections conducted during the reporting period.

4. Level 4 Inspections. Enter the total number of Level 4 inspections conducted during the reporting period.

5. Level 5 Inspections. Enter the total number of Level 5 inspections conducted during the reporting period.

6. Level 6 Inspections. Enter the total number of Level 6 inspections conducted during the reporting period.

7. Total Inspections. Enter the total number of Level 1 thru Level 6 inspections conducted during the reporting period.

8. Bus OOS. Enter the total number of buses inspected that were placed out-of-service during the reporting period.

9. Bus Driver OOS. Enter the total number of bus drivers placed out-of-service during the reporting period.

10. Vehicle OOS. Enter the total number of vehicles placed out-of-service during the reporting period. (Note: If both power unit and trailer are placed out-of-service, this would count as two (2) vehicles out-of-service.

11. Driver OOS. Enter the total number of drivers placed out-of-service during the reporting period.

12. Vehicle Shift. Enter the number of vehicles required to rearrange their cargo to come into compliance with the shifting section of the weight law during the reporting period.

13. Vehicle Off Loaded. Enter the number of vehicles required to unload a portion of their cargo to come into compliance with the unloading section of the weight law during the reporting period.

14. Bus Inspections. Enter the number of buses inspected during the reporting period.

15. CR-EC Completed. Enter the number of compliance reviews, education contacts, and new entrant contacts completed (closed out) by the investigator during the reporting period. Indicate the carrier's specific information in the Activities section on the back of the report.

16. Vehicles Checked. Enter the number of vehicles stopped where an inspection report (CVE-3) was completed. This would include FMCSA inspections and non FMCSA regulated inspections.

17. Weigh in Motion. Enter the number of vehicles weighed using weigh in motion scales during the reporting period.

18. Permanent Scales. Enter the number of vehicles weighed by using in-ground scales during the reporting period.

19. Semi-Portable Scales. Enter the number of vehicles weighed using trailer mounted semi-portable scales during the reporting period.

20. Portable Scales. Enter the number of vehicles weighed by portable scales (Hand Scales) during the reporting period.

21. Non CVSA Inspections. Enter the total number of non FMCSA regulated inspections completed during the reporting period.

Instructions for Back of Report

1. Date of Activity. Enter the date corresponding to the activity and/or activities recorded on the front of the report.

2. Activity. List any activity requiring clarification from front of report.

3. Identification. Name of person, place or thing requiring identification that is recorded on the front of the report.

4. Location. Location where activity was conducted.

5. Date. Enter the date that corresponds with the day of the week.

6. OT Project. Enter the name of the overtime project worked (STEP, EEP, Border, etc…) If more than one worked on that day, list each one.

7. OT Index #. Enter the index # for each overtime project worked for that day.

8. Shift Worked. Enter the beginning and end times for the overtime shift worked. For example, 7A-9A, 6P-3A, 12A-4A, etc….

9. OT Hours. Enter the total hours worked in excess of those hours prescribed in a normal duty day or all hours worked on an assigned day off.

10. Time Left. Enter time left duty station

11. Arrived Back. Enter the time arrived back to duty station

12. Hours Away. For travel expenses and supervisory review, record the necessary information. One (1) DAY may be used for a full 24-hour period, otherwise show the number of hours.

13. Meal. List any full/partial per diem meal expenses claimed. See General Manual Chapter 10 for specific instructions relating to expense vouchers.

14. Room and Other. List hotel room and any other expenses claimed.

15. Total Expenses. Total of Meals and Room and Other.

16. Explanation of Duties Performed, Area Worked, Justification for Overtime. Enter in the space the actual duties performed, location where the duties were performed and expenses incurred. Also, note any extra duty or call out information in which overtime was worked. Indicate in this section if any overtime worked was in addition to your regular hours or special project overtime worked.

Time Accrued / Taken

1. Code. All off duty time, other than assigned days off, and all time accrued will be reported in chronological order by day according to the proper code(s). If more than one code is needed for a particular day, record each code separately.

2. Hours. Show the number of hours decimal equivalent
(in .25 increments) corresponding with the code(s) reported.

3. Date. Enter the date(s) the corresponds with the code(s) reported.

Secondary Employment

1. Date. Enter date secondary employment worked

2. Shift. Enter time started/ended at secondary employment.

3. Hours Worked
   a. Secondary Employment. Enter the total hours spent on secondary employment. Total hours for the week shown at the bottom of the report.
   b. All DPS Hours. Enter the total number of hours, both regular and overtime, worked for DPS on that day. Total hours for the week shown at the bottom of the report should match the total hours worked for the week on the front of the report.

4. Leave Hours. Enter the total number of paid leave hours taken for that day.

5. Business Name and Location. Enter the secondary employment business name and location worked.

6. Initial Box. If no secondary employment was worked during this reporting period, either electronically or manually initial the box to certify that no secondary employment was performed.

NOTE   The maximum number of secondary employment hours when combined with Department work hours cannot exceed 62 hours per work week. The maximum number of secondary employment hours when combined with Department work hours cannot exceed 14 hours in a 24 hour period. An employee must rest a minimum of 6 hours following secondary employment that exceeds 4 hours before returning to work for the Department. The week referenced here for secondary employment is the period defined as a week for reporting purposes: begins on Sunday at 6:00 am and ends on the next Sunday, at 5:59 am. For the purposes of this policy, a 24 hour period is not necessarily midnight to midnight, for example: 1pm-12:59pm; 3:15am-3:14am.

EXAMPLES

Maximum Hours per Week Rule: An employee working 50 hours for the Department in a work week would be permitted to work 12 hours of secondary employment. An employee working 40 hours for the Department in a work week would be permitted to work 22 hours of secondary employment.

Maximum Hours per 24 Period Hour Rule: An employee working 10 hours for the Department would be permitted to work up to 4 hours of secondary employment in a 24 hour period. An employee working 6 hours for the Department would be permitted to work up to 8 hours of secondary employment in a 24 hour period. An employee that does not work any hours for the Department would be permitted to work 14 hours of secondary employment in a 24 hour period.

Minimum Hours Rest Rule: An employee working an assigned work day ending at 6 p.m. on Monday, and working a 12 hour secondary

Other Remarks

In the space provided, show any other remarks that require explanation. The first line supervisor may require additional information to be entered here specific to the area or type of duties performed.

Create Signature Image File with Transparent Background

## "TOUGHBOOK OR TOUGHPAD REQUIRED FOR THESE HOW-TO STEPS"

STEP 1:

Launch Microsoft Paint by clicking Windows icon at lower left of desktop, navigate to "Accessories," and click "Paint."
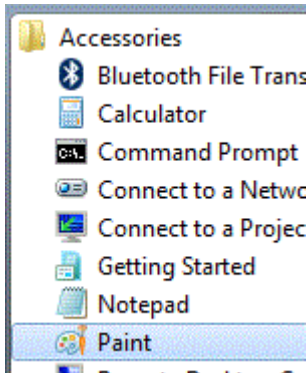
STEP 2:

Once Microsoft Paint is open, click the "Indigo" color located at top right of Paint window (on the color palette). You will notice "Color 1" will change from black to blue. This ensures that you will have a blue signature image.
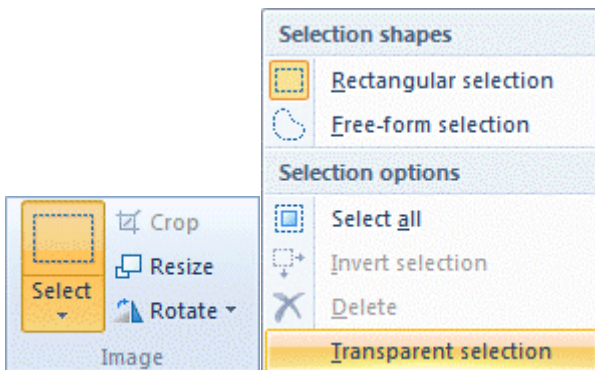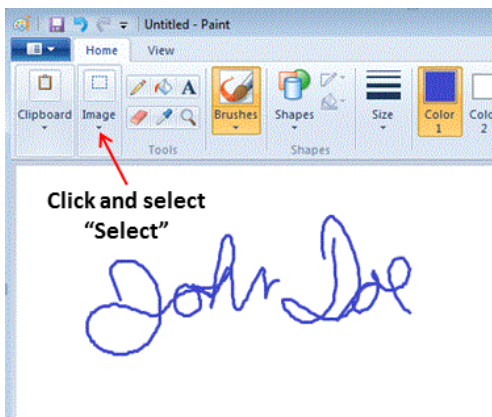

1
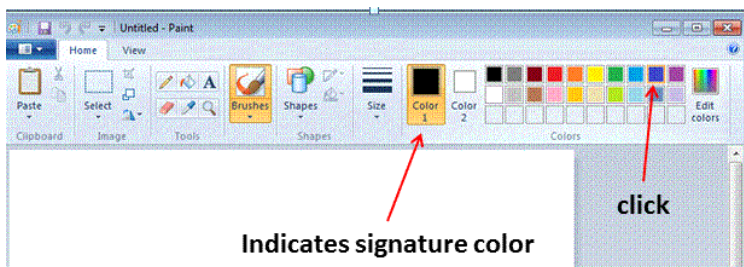
STEP 3:

With a stylus pen, sign your name anywhere within the whitespace.

Step 4:

Once you have your signature, click "Image," "Select," and then "Transparent selection."

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STEP 5:

You will notice the cursor will change to a "cross-hair." Place the cursor at the top left of signature, click and hold the left mouse (trackpad) button, and drag the rectangular (dashed-line) box down and to the right until the entire signature is contained within the box.
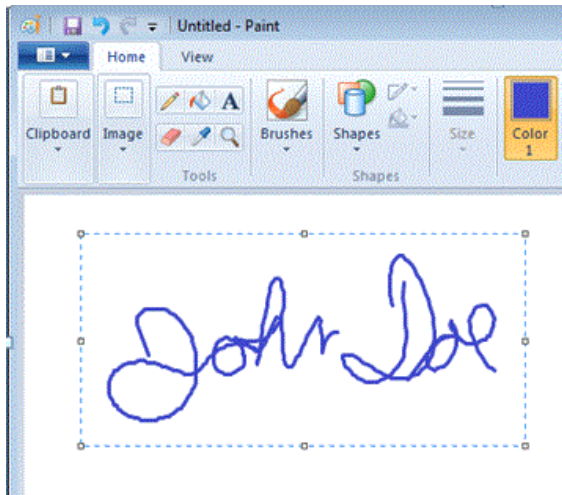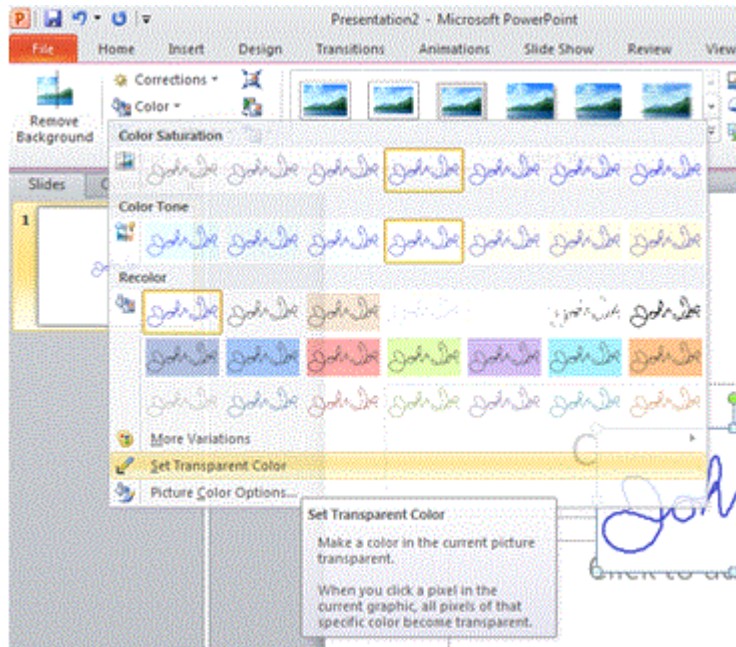

STEP 6:

Select "Clipboard" and then "Copy" OR press Ctrl-C (this will copy your signature to the Windows clipboard).

STEP 7

Launch Microsoft PowerPoint

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STEP 8

On the default slide (# 1), place the cursor in the middle of the slide (over the text) and press Ctrl-V (to paste signature onto slide).

STEP 9

From the PowerPoint menu (at the top), click "Format" tab and then select "Color," next to "Remove Background."   Once the menu has expanded down, click "Set Transparent Color." You will notice the background of the signature image is now transparent.

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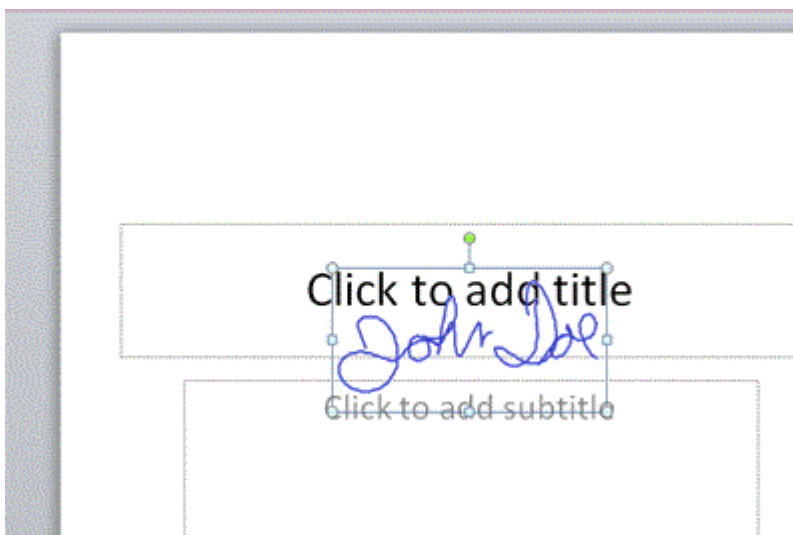
STEP 10

Right-click on your signature image and select "Save as Picture." Choose a folder for your new signature image file and save as either "GIF Graphics Exchange Format" or "PNG Portable Network Graphics Format."   You can now use this image file to insert your signature image onto any document.